



## Senior Finance Analyst

### Who We Are

Do you want to join a team that values Service, Collaboration, and Excellence?

Do you want to work with an organization that is lean, green, and customer-focused?

If you answered yes to both questions, check us out!

The Long Island Power Authority ("LIPA") is a not-for-profit utility with a mission to enable clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

### What You'll Do At LIPA

The Senior Finance Analyst's responsibilities include assisting with several core finance and treasury processes that include but are not limited to portfolio analysis, cash management, liquidity planning, preparing cash flow forecasts, and performing research and analysis as may be required by leadership. The Sr. Analyst will also assist with monitoring, tracking and assuring compliance with LIPA's financial obligations and policies.

The responsibilities of the Senior Finance Analyst include the following activities:

#### Cash Management Activities:

- ❖ Monitor cash flows to ensure funds are available for ongoing operational and capital requirements of the Authority and the Service Provider.
- ❖ Perform cash management and cash balancing analysis and transactions and prepare cash position reports.
- ❖ Setup payments for disbursements including ACH payments, wire transfers, book and interbank/account transfers.
- ❖ Prepare journal entries for all cash receipts, disbursements and investment transactions.
- ❖ Manage and track bank balances; provide ongoing analysis of banking services and associated costs; establish and maintain cash management, investment and treasury records and files/data; and meet reporting requirements.
- ❖ Prepare weekly, monthly and quarterly cash forecasts; conduct cash flow analysis; build databases and spreadsheets of financial, economic, investment, financial market and other data; and prepare month-end reports regarding portfolio performance.

#### Investment Management Activities:

- ❖ Assist in the preparation of investment reports and financial statement disclosures related to Treasury functions.
- ❖ Conduct evaluations of new and existing financial instruments, issuing entities, investment dealers and financial information services; develop and maintain investment databases.

#### LIPA's Corporate Values

Service: In all our actions, we serve our customers, community and the environment.  
Collaboration: We leverage the abilities of our colleagues and stakeholders to benefit our customers.  
Excellence: We build on our successes, celebrate our wins, and learn from our mistakes.

## Debt Management Activities:

- ❖ Assist with debt and other financial contract compliance.
- ❖ Assist with the evaluation of financial products in pursuit of optimizing LIPA's debt portfolio.
- ❖ Assist in the sale of short-term debt and monitor the Authority's short-term debt re-marketing.
- ❖ Assist with bond issuance and administration and post-issuance requirements (i.e. arbitrage).
- ❖ Assist with the Authority's continuing disclosure document.

## Other Duties:

- ❖ Assist in the preparation of board reports and presentation materials.
- ❖ Determine analytical techniques, statistical and information gathering processes and obtains relevant data for analysis.
- ❖ Provide financial information by performing financial modeling, planning and analyses, collecting, analyzing and interpreting financial and budget information for cash flow models; and maintaining the cash flow model.

## What We Want

- ❖ A Bachelor's degree from an accredited college or university with major course work in finance or a closely related field.
- ❖ Five years of professional experience performing analytical work in the areas of treasury management, accounting or financial planning.
- ❖ Understanding of public power finance.
- ❖ Public power experience preferred.
- ❖ Understanding of accounting, internal controls and ability to forecast and monitor cash flows.
- ❖ Communicate effectively with all levels of management within the Authority and maintain a productive and cooperative relationship with LIPA and the service provider's staff.
- ❖ Understanding of investments and bank account management.
- ❖ Proficiency in Microsoft Office Suite, i.e., Excel, Word, Power Point and Access.
- ❖ Ability to work within deadlines related to daily activities and the month-end closing process.
- ❖ Ability to work independently with internal and external auditors.
- ❖ Possess good project management skills.
- ❖ Detail oriented, strategically minded and versatile.

## What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues and great benefits. Our benefit package includes:

- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program

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❖ \$300 Wellness Reimbursement

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at [financialoversightjob@lipower.org](mailto:financialoversightjob@lipower.org)

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